

PASSPORT CHECKLIST:

****This checklist is intended as a guide only. Please see travel.state.gov for further details****

Please check the following:		Requirements:
<input type="checkbox"/>	Hours of operation:	<ul style="list-style-type: none"> 8:00am to 3:30pm Monday through Friday Please note that the passport acceptance process can take approximately 15 minutes and all applications must be sent out promptly at 3:30pm
<input type="checkbox"/>	Application Form DS-11:	<ul style="list-style-type: none"> Must be filled out in BLACK ink only Please DO NOT SIGN THE APPLICATION until prompted to
<input type="checkbox"/>	Proof of Citizenship: (one of the following)	<ul style="list-style-type: none"> US Birth Certificate - Original Certified Copy Certificate of Birth Abroad Naturalization - Original Certified Copy Most recent US Passport Book or Card
<input type="checkbox"/>	Identification for applicant or both parents Identification for minors:	<ul style="list-style-type: none"> Oregon Drivers License Oregon Identification Card Out of State ID must be accompanied with a second ID (see travel.state.gov for a complete listing)
<input type="checkbox"/>	Applicant Must Provide a Front and back PHOTOCOPY for EACH ID provided above:	<ul style="list-style-type: none"> Provide Front and Back Photocopies of Identification provided above (one copy per application) Paper size must be on 8 ½ x 11
<input type="checkbox"/>	Minors Under 16:	<ul style="list-style-type: none"> Both parents and child must be present for passport execution. You Must show proof of relationship with a Birth Certificate (even if you are renewing a passport for a minor)
<input type="checkbox"/>	Check or Money Order (Per Application) payable to: US Department of State	<ul style="list-style-type: none"> US Dept of State only accepts Checks or Money Orders One check per application is required.
<input type="checkbox"/>	Fees 16 and over:	<ul style="list-style-type: none"> Routine Passport \$110.....4-6 wk processing time Expedite Passport \$182.72.....2-3 wk processing time Routine Passport Card \$30.....4-6 wk processing time Expedite Passport Card \$90.....2-3 wk processing time
<input type="checkbox"/>	Fees Under 16:	<ul style="list-style-type: none"> Routine Passport \$80.....4-6 wk processing time Expedite Passport \$152.72.....2-3 wk processing time Routine Passport Card \$15.....4-6 wk processing time Expedite Passport Card \$75.....2-3 wk processing time
<input type="checkbox"/>	\$25 Passport Execution Fee:	<ul style="list-style-type: none"> Separate Payment to City of Tualatin by: Cash, Card, or Check This is a State regulated fee collected at all Acceptance Facilities
<input type="checkbox"/>	Proof of Name Change: (please see travel.state.gov for a complete listing)	<ul style="list-style-type: none"> Drivers License for first time applicants Renewing applicants can use a driver's license if it's the same assumed name on their old passport. Certified Court Ordered document Certified Marriage License (Marriage Certificate are not acceptable) Certified Divorce Decree
<input type="checkbox"/>	Passport picture	<ul style="list-style-type: none"> Passport Picture must have been taken within the past six month \$16 for pictures taken at the City of Tualatin
Passport Renewals:		<ul style="list-style-type: none"> Please note Passport Acceptance Facilities are not authorized to process Passport Renewal forms DS-82, you must mail the Renewal Application to the address provided in the application